POLICY

It is the policy of the Michigan Department of Human Services Bureau of Juvenile Justice (BJJ) that each facility utilizes appropriate educational software.

PURPOSE

This policy ensures that clear and accurate communication is established and maintained between each facility and the Department of Information Technology (DIT) regarding the use of educational software.

DEFINITIONS

See JRG, JJ Residential Glossary.

RESPONSIBLE STAFF

Designated in the facility standard operating procedure.

PROCEDURE

Each facility providing on-site educational services is required to develop and implement standard operating procedures (SOPs) that govern the utilization, maintenance, and monitoring of all educational software. At a minimum these SOPs must contain the following:

- Designate the "site administrator."

- Site administrator responsibilities including, but not limited to:

  •• Create and delete user identities (ID's) and passwords.

  •• Reset user ID's and passwords.

  •• Maintain communication with DIT's helpdesk.

  •• Provide oversight of the network environment on a day by day basis.

  •• Maintain current list of all educational software.

AUTHORITY

Social Welfare Act, MCL 400.115a(1)(1)